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1. The President is concerned over ~~(S)~~ disclosures in the public media of classified information bearing upon important aspects of national security, particularly those disclosures that may jeopardize intelligence sources and methods. He has directed that immediate steps be taken to ensure that access to classified information is restricted to those individuals who have a demonstrated need to know, who possess an appropriate clearance, and who are fully aware of the necessity of protecting the information from public disclosure. In addition, the President has ordered responsible officials to take firm disciplinary action against individuals under their jurisdiction who are found responsible for mishandling of classified information, either deliberately or through carelessness.

2. The Director of Central Intelligence has statutory responsibility for the protection of intelligence sources and methods, which include clandestine agent operations and technical collection systems. Unauthorized disclosures in these areas could result in the compromise of agent personnel or enable the opposition to take effective countermeasures.

3. Our policies and procedures governing the control and dissemination of classified ~~(Intelligence)~~ information are fundamentally sound. It is essential, however, that all employees be fully aware of these policies and procedures and adhere to them. Those of particular importance are set forth below.

a. The Assistant to the Director is responsible for the coordination within the Agency of responses to inquiries from representatives of public information media, and all such inquiries will be referred to him.

b. Agency employees will have no contact with representatives of the public information media for the purpose of ~~fun~~^{ish}ing information without the prior approval of the Assistant to the Director.

c. All public requests for information under Public Law 89-487, "Freedom of Information Act," are to be referred to the Assistant to the Director for action.

d. Public statements, press releases, and official external communications concerning matters in which the President has a known or conceivable interest or which have broad policy implications must be submitted to the Executive Director-Comptroller for clearance by the White House prior to release.

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e. The Executive Director-Comptroller or the Deputy Director concerned will review all requests for unofficial public appearances ^{and} ~~or~~ for permission to publish to ensure that classified ~~(intelligence)~~ information is not disclosed without authorization.

f. Each ~~employee is responsible~~ for protecting official data from unauthorized disclosure. (Official data is defined as all ~~information--classified or unclassified--received,~~

f. Each employee is responsible for protecting official data from unauthorized disclosure. (Official data is defined as all information--classified or unclassified--received, compiled, or created by the Central Intelligence Agency. Personal copies of unclassified personnel papers are excluded.) Official data in Agency files will not be copied or removed from the files for release outside the Agency except by those officials who have been authorized to do so by the Director of Central Intelligence, either personally or through the chain of command. Within the Agency, official data will be disclosed only to those employees whose duties require them to have access to it (need to know) and who have the appropriate clearances.

g. Any employee having knowledge of an unauthorized disclosure of classified information must report it promptly to the Director of Security, who, in coordination with the appropriate Deputy Director or the Executive Director-Comptroller, will determine the steps to be taken to limit the extent of the damage and to identify the person responsible for the unauthorized disclosure. The Director of Security will also provide prompt notification, as appropriate, to all official recipients of the information that an unauthorized disclosure has occurred, together with his recommendations for remedial action.

h. All employees are admonished to omit from social conversation any suggestion that their insights on matters of national security or on foreign affairs in general are based on privileged information. They also should take care to avoid implying, in any way, that the positions they take for or against announced national policies are supported by privileged information.

4. The Director of Central Intelligence takes seriously his statutory responsibility for the protection of intelligence sources and methods and is prepared to take strong disciplinary action against any employee who jeopardizes the security of those sources and methods through unauthorized disclosure of classified information.